

**CITY OF LONG BEACH  
DEPARTMENT OF PARKS, RECREATION & MARINE  
MUNICIPAL GOLF COMMISSION MINUTES  
SEPTEMBER 22, 2004**

**1. CALL TO ORDER**

The meeting of the Municipal Golf Commission was called to order by Skip Rowland, Chairman, at 3:30 p.m. in the classroom at the Long Beach Junior Golf Academy Building, 6730 E. Carson Street, Long Beach, California. Thomas Shippey, Manager of Maintenance Operations Bureau, took roll call and confirmed a quorum.

**Present:** Skip Rowland, Chairman  
Phil Barlow, Vice-Chairman  
Betty Hatcher  
John McCann  
Tonny Christensen  
Becky Turley  
Len Kennett  
Bill Townsend  
Bob Peeters  
Ray McElhenney  
Linda Cook  
Robin Bellamy

**Excused:** Gail Berns

**Staff:** Tom Shippey, Manager of Maintenance Operations  
Terry Lortz, Superintendent of Golf Operations  
Emy Arteaga, Golf Operations Support

**American Golf:** Jay Carballo, Regional Director of American Golf  
Steve DeWitt, General Manager at Heartwell Golf Course  
Brett Skinner, General Manager at El Dorado Golf Course  
Lisa Georgeson, Junior Golf Coordinator

**Audience:** Al Theriault

**2. APPROVAL OF MINUTES – AUGUST 25, 2004**

- The minutes of the August 25, 2004 meeting were reviewed and approved with two changes. Removed Jason Gewirtz' name because he did not attend the meeting (name not on sign in sheet). Also inserted the discussion on attachment H, maintenance standards for El Dorado Golf Course.

**It was moved by Commissioner Peeters and seconded by Commissioner Townsend that the Municipal Golf Commission approve the minutes. The motion carried unanimously.**

**4. GOLF SUPERINTENDENT REPORT**

- Rounds of golf for August were down by 397 (-1%) over the total course rounds for August. Total rounds of golf were up by 5,738 (2%) for the year compared to this time last year. **(Skylinks was removed from the comparison)**
- Mr. Lortz asked the commissioners if they had any questions or comments on the rounds/financial report for the months of August.

**5. AMERICAN GOLF REPORT**

- CIP Golf Fund - Available balance approximately = **\$5,900.00**
- Junior Golf 1% Fund-Available balance August 31, 2004 = **\$74,099.38**
- Mr. Carballo put together a list of all capital improvements projects completed. All commissioners have a copy for their review.
- Ms. Lisa Georgeson provided an update on the various junior golf programs in our City.
  - The Long Beach Junior Golf Association now has 525 registered members. The tournaments will be played on three consecutive Fridays in October.
  - The Heartwell Open has also been moved to November 13<sup>th</sup>.
  - The Get-A-Grip Program is currently visiting Veterans Park with four more Long Beach parks to visit.
  - Currently working to find schools that are interested in golf clinics provided by the Traveling Golf Schools.
  - A special thank you to the El Dorado Men's Club for their \$500.00 donation to the program.

**6. COMMITTEE STATUS REPORTS**

**A. Capital Improvement Projects – Bill Townsend**

- Commissioner Townsend requested a list of all the monies used for CIP.
- Mr. Shippey will be meeting with Commisisoner Townsend to review the CIP list and expenditures.

B. Fees and Charges – Bob Peeters

- No Report.

C. Hall of Fame – Len Kennett

- Mr. Shippey, I would like the committee to work on a plan for the Hall of Fame grand opening scheduled for January 2005. We need to start planning now for a great event especially if we are inviting all the Hall of Fame inductees.
- The committee will meet next month to start planning for the grand opening of the Hall of Fame at Skylinks Golf Course.

D. Policies and Procedures– Tonny Christensen

- No committee report.

E. Tournaments – Robin Bellamy

- Mr. Shippey, I would like the committee to meet next month and go over the tournament policy and make notes on needed changes.

F. Junior Golf Advisory – Linda Cook

- No committee report.

7. **UNFINISHED BUSINESS**

Skylinks Golf Course Renovation Update. The following summary was provided to the commissioners:

- A successful media exposure event took place at Skylinks on Friday, September 10, 2004 with a tour by Cal Olson, Course Architect.
- A “Hard Hat’ Preview Party, hosted by American Golf, will be held on the driving range on Friday, September 24<sup>th</sup>. About a hundred guests have RSVP’d for this opportunity to get an on-site update on this project from Cal Olson, the course architect. They will be served refreshments and snacks and given a tethered ride in a hot air balloon to get a bird’s eye view of the new course layout.
- The contractors are renovating the parking lot and finalizing the placement of boulders around the large waterfall between the 1<sup>st</sup> and 10<sup>th</sup> tee at Skylinks Golf Course. The electrical connection to the clubhouse has been scheduled with Edison to insure that the Pro Shop will be open for business by the scheduled opening date.

- Skylinks Golf Course renovation project is nearing completion but with several areas around the clubhouse and parking lots still in need of several weeks to be completed for public use. Therefore, the opening date has been postponed until Friday, October 29<sup>th</sup> when the Cal Olson Charity Tournament will take place and the proceeds will be given to support our Long Beach Junior Golf Programs.
- The clubhouse construction is about 70% complete. Half of the new metal roof is now on, restrooms are nearly complete, the new concrete patio in front was installed and the carpet should arrive next week.

**8. NEW BUSINESS**

- None

**9. COMMENTS**

A. AUDIENCE

B. STAFF

- Mr. Shippey, I'm working on getting Mr. Lortz some part-time help with the golf course inspections. I hope to have someone on board soon.
- Per Mr. Shippey, it will be Mr. Lortz responsibility to enforce the terms of the lease agreement.

C. COMMISSIONERS

- Chairman Rowland, announced the new committee chairpersons and members. He asked the committee members to please review and highlight any changes in the operations manual that need to be changed.
- Commissioner Peeters, we need to change the golf commission's bylaws. Per Mr. Shippey, these need to go to the Policies and Procedures Committee for further discussion.
- Commissioner Peeters, attachment H is part of the lease agreement with American Golf.
- Mr. Shippey, attachment H is an informal memo written by Tom Frost as an attachment to the packet that was attached to the memo sent to the City Manager from Mr. Hester. I've said this before; attachment H is not part of the lease agreement. Letters, MOU's, and attachments aren't part of the contract. Only amendments can be made to change the lease. American Golf is exceeding the maintenance standards in the lease. We can't enforce an attachment that is not part of the lease with American Golf Corporation.

- Mr. Shippey, I would like to resolve the discussion on attachment H. If any of the commissioners need further clarification, please let me know and I can do that.
- Commissioner Peeters, I would like to see the explanation for attachment H in a letter to the commissioners. Mr. Shippey, asked the commissioners if they needed a letter outlining what was explained? Commissioner Cook this discussion will be in the minutes and it should be sufficient. All commissioners agreed as long as the discussion is recorded in the minutes.
- Chairman Rowland, it's my understanding that we are developing a new maintenance list.
- Mr. Shippey, the new maintenance standards will be in the lease for each of the golf courses.
- Commissioner Cook, what happened to the water coolers at El Dorado Golf Course? Mr. Lortz per the Health Department the water coolers have to be removed and sanitized daily with hot soapy water. Becky's staff from the restaurant will clean the water coolers daily.

**10. NEXT MEETING**

**October 27, 2004 at 3:30 p.m.  
Heartwell Junior Golf Building  
6730 E. Carson Street  
Long Beach, CA 90808**

**11. ADJOURNMENT**

- Meeting adjourned at 4:45 p.m.

Respectfully submitted,

Emy Arteaga  
Golf Operations Support

c: Municipal Golf Commission  
Reginald I. Harrison, Deputy City Manager  
Phil T. Hester, Director of Parks, Recreation and Marine  
Thomas A. Shippey, Manager of Maintenance Operations  
Terry L. Lortz, Superintendent of Golf Operations  
Jay Carballo, Regional Director of American Golf Corporation  
Lisa Georgeson, Director of Junior Golf Programs